

## Chapter 13B. Mode Codes

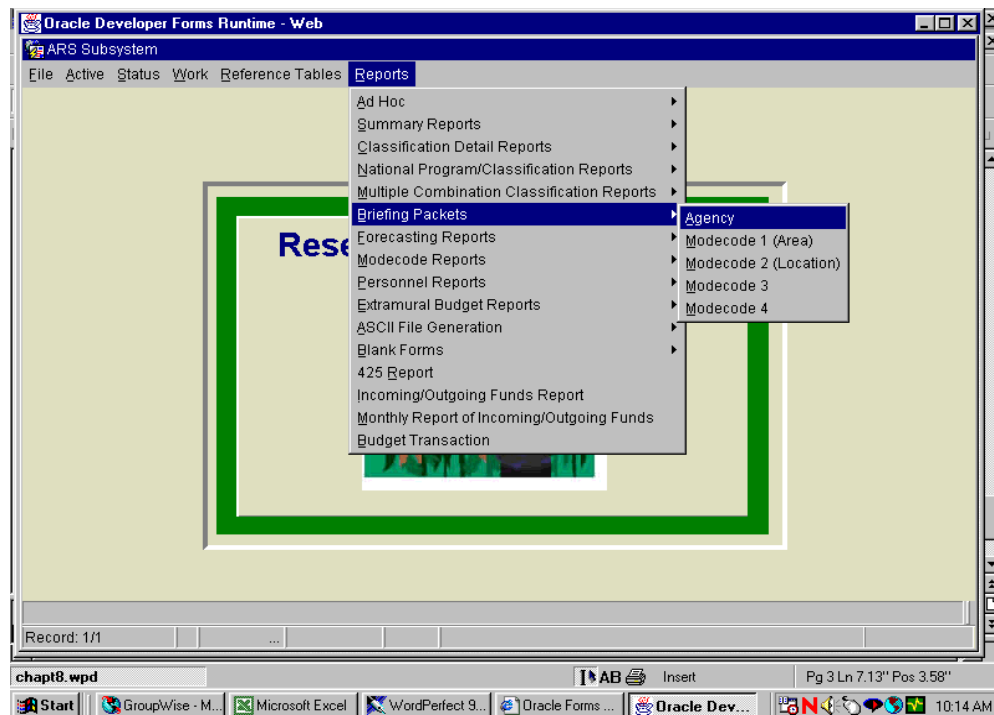
Mode codes are groups of numbers that represent the Areas, Locations and Management Units of ARS. Each set of two numbers represents the following:

- 1<sup>st</sup> two digits = Area
- 2<sup>nd</sup> two digits = Location
- 3<sup>rd</sup> two digits = Center, Laboratory or Management Unit
- 4<sup>th</sup> two digits = Management Units

**Example:** 6208-05-10, where 62 = Southern Plains Area; 08 = Lubbock, Texas; 05 = Cropping Systems Research Laboratory; and 10 = Cotton Production and Processing Research Unit.

Mode codes are used throughout ARIS as well as for many other purposes, such as NFC personnel, Foundation Financial Information System (FFIS), and ARMPS.

To obtain a complete listing of all the ARS Mode codes, from the Research Documentation screen, click on “Reports,” “Briefing Packet,” and “Agency” (fig. 1). The Briefing Packet report option screen will be displayed (fig. 2).



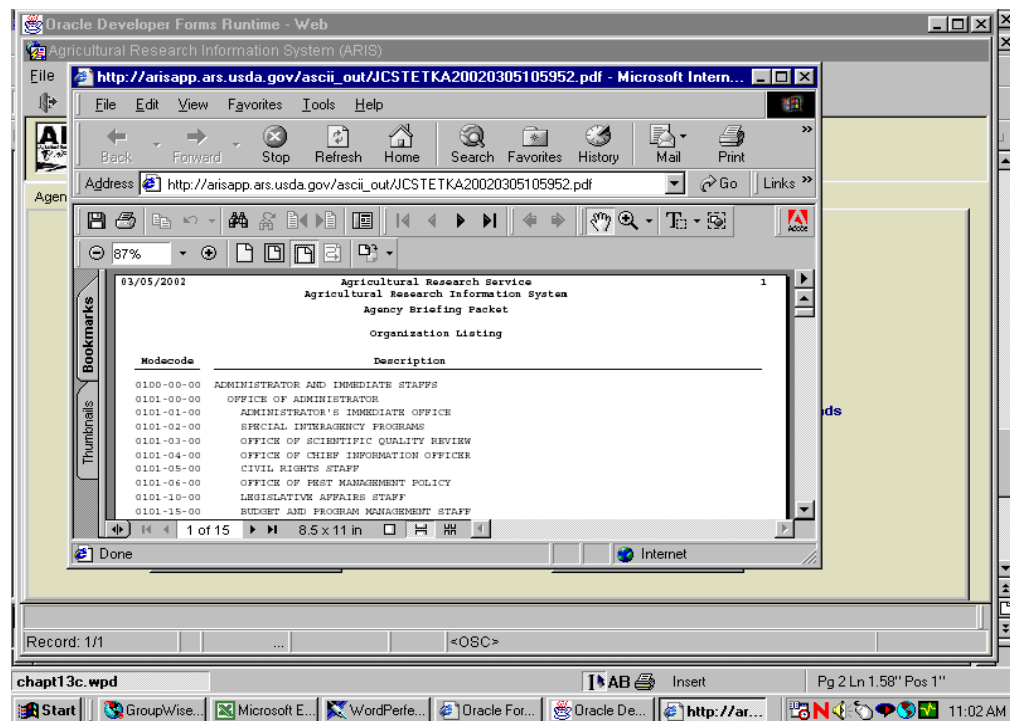
(Fig. 1 - Research Documentation Screen)

Mark the “Organizational Listing” box, and then click on the “Run Report” button at the bottom of the screen (fig 2).

The screenshot shows a web-based Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web". The main content area is titled "Agency Briefing Packet" and contains a sub-header "Agency Briefing Packet" and the instruction "Select the desired Reports to be included in the Packet". Below this, there are two columns of checkboxes. The first column includes "Organizational Listing" (checked), "Personnel", "Mission Statement", "ARS Research Projects", "Current FY Guidelines (D type only)", "Next FY Guidelines (D type only)", "ARS Research Projects w/ Obj/App", and "Approach Element". The second column includes "Subject of Investigation Summary", "Activity Summary", "Special Class Summary", "Research Accomplishments", "Prior FY Incoming/Outgoing Funds", "Current FY Incoming/Outgoing Funds", "Next FY Incoming/Outgoing Funds", "Current FY Funding Summary", and "Next FY Funding Summary". At the bottom of the form are two buttons: "Run Report" and "Return". The status bar at the bottom shows "Record: 1/1" and "<OSC>". The taskbar at the very bottom shows various open applications including "Start", "GroupWise...", "Microsoft E...", "WordPerfe...", "Oracle For...", and "Oracle ...". The system clock shows "11:01 AM".

(Fig. 2 - Agency Briefing Packet Screen)

The system will automatically launch Adobe Acrobat and display the report (fig 3). To print the report, click on the printer icon on the toolbar.



(Fig. 3 - Adobe Acrobat - Viewing Mode code listing)

Once viewing and/or printing is complete, close Adobe and exit the Briefing Packet screen by clicking on the Exit icon on the toolbar.